

CERTIFICATION OF REAL ESTATE CONTINUING EDUCATION COURSE

Application and Certification Procedures for Nationally Certified Courses

- * Submit a completed application form which includes official documentation confirming current national certification for both the course and instructor.
- * Application shall be for certification in a specific, nationally certified course.
- * All complete applications will be reviewed and considered by the Real Estate Commission ("Commission"). Incomplete applications will **not** be considered. Please allow 45 days for processing.
- * Course certifications expire and must be recertified prior to the end of an even-numbered year. Failure to recertify a course prior to the end of an even-numbered year will result in forfeiture of the course certification.
- * Application fee (nonrefundable) - \$25.00. Attach a cashier's check or money order for \$25.00 payable to "Commerce and Consumer Affairs."

RECERTIFICATION OF REAL ESTATE CONTINUING EDUCATION COURSE

Application and Recertification Procedures for Nationally Certified Courses

- * Submit a completed application form which includes any updated documentation for the course.
- * Indicate the specific nationally certified course for which you are seeking recertification.
- * All complete applications will be reviewed and considered by the Real Estate Commission ("Commission"). Incomplete applications will **not** be considered. Please allow 45 days for processing.
- * Application fee (nonrefundable) - \$25.00. Attach a cashier's check or money order for \$25.00 payable to "Commerce and Consumer Affairs."

UNTIL RECEIPT OF WRITTEN NOTIFICATION OF APPROVAL FROM THE REAL ESTATE COMMISSION, NO PROVIDER SHALL ADVERTISE, SCHEDULE, OR OFFER THE COURSE.

REAL ESTATE COMMISSION
State of Hawaii
Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
250 South King Street, Suite 702
Honolulu, Hawaii 96813

**APPLICATION FOR CONTINUING EDUCATION CERTIFICATION/
RECERTIFICATION FOR NATIONALLY CERTIFIED COURSES**

Check appropriate box: ☐ Certification ☐ Recertification

1.	Applicant's Name:	
	Address:	
	Contact Person:	
	Phone Number of Contact Person:	
2.	Certified Provider:	
3.	Name of Course:	
	Check the type of national course:	
	<input type="checkbox"/> A national course taught by a nationally certified instructor certified by the National Association of REALTORS or its affiliates; or	
	<input type="checkbox"/> A national course taught by a nationally certified instructor certified by, including but not limited to the Building Owners and Managers Association, the Community Associations Institute, or other national organization approved by the Commission.	
4.	List the names of all instructors and their national certifications held:	
	<u>Name of Instructor</u>	<u>National Certification</u>
	_____	_____
	_____	_____
	_____	_____

Attach copies of national certification of courses and instructors listed above.

I hereby verify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification.

Signature of Administrator

Date

For Cashier's Use Only:

Certification/Recertification
Service Fee

\$25.00 587
\$15.00 BCF